United Nations ST/IC/2015/16

Secretariat

24 August 2015

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Change in practice regarding the cancellation of valid United States visas in the "G" category upon completion of assignment in the United States of America**

1. The purpose of the present circular is to inform staff members of a diplomatic note received from the United States Mission to the United Nations on a change in practice regarding the cancellation of valid United States visas in the "G" category upon completion of assignment in the United States of America (see annex).

2. The practice of the United States Mission of collecting passports of staff members and/or dependants and household employees for visa cancellation upon completion of assignment in the United States has been discontinued.

3. Staff members, their dependants and household employees with "G" visas valid for periods extending beyond the staff member's assignment with the United Nations are not eligible to remain in the United States and must leave the country or seek a change and/or adjustment of status within 30 days of their separation date.

4. Separating staff members and/or dependants and household employees with "G" visas must abide by the terms and conditions of their admission and comply with the departure procedures. Unauthorized use of a valid United States visa issued for an assignment with the United Nations is a violation of United States law.

* The present circular will be in effect until further notice.

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Annex

Diplomatic note dated 16 July 2015 from the United States Mission to the United Nations

The United States Mission to the United Nations presents its compliments to the United Nations and has the honour to refer to a change in practice regarding the cancellation of valid United States visas in the "G" category upon completion of assignment in the United States.

Previously, the United States Mission had requested that passports of staff and/or dependants should be provided upon completion of assignment for visa cancellation. At this time, passports containing valid United States "G" visas issued to staff and their dependants, including domestic workers, should not be submitted for visa cancellation to the Mission. Although most "G" visas are issued with extended periods of validity, employees, dependants and domestic workers who hold such visas are not eligible to remain in the United States on those visas upon completion of their assignment with the United Nations and must depart from the United States or seek a change and/or adjustment of status within 30 days of their separation date.

The United States Mission recalls that separated employees, their dependants and domestic workers are expected to abide by the terms and conditions of their admission and to comply with the departure procedures. Unauthorized use of a valid United States visa issued for an assignment with the United Nations is a violation of United States law. "G" visas should not be used to enter the United States for purposes unrelated to activities associated with a designated international organization. In such cases, violators may be subject to removal.